



## Shaheed Bhagat Singh State University, Ferozepur

(Formerly, Shaheed Bhagat Singh State Technical Campus, Ferozepur)

(Established by Punjab Government vide Act No. 10 of 2021)

Ref No: SBS/FZR/COE/3680

Date: 25/04/2025

### PROCEDURE FOR EXAMINATION FORM FILLING IN HOD LOGIN

Regular and reappear Examination Forms are to be filled at <https://sbsexam.edu.in>

#### A. Filling of Regular Examination Forms

The Admit Cards are to be created in the HOD Logins only. The following is the stepwise procedure:

- Login at <https://sbsexam.edu.in> using HOD Login credentials.
- Go to **Department** → **Students Group**. Select appropriate **Program** and **Batch**. Student list will be displayed. Change the **Groups** for the students wherever required and click **Update Groups**.
- Please do confirm that students have uploaded their proper PP Size photos and last column in the table shows locked status.
- If photo not available, ask the student to update his/her profile. Lock the student profile.

#	Roll No.	Student Name	Mobile	Email ID	Groups	Photos	Lock
1	235140	Arpit Luthra	9888540087 9023232178	235140@sbsstc.ac.in	B 1		
2	235141	Harjinder Kaur	9517832847 9464835175	235141@sbsstc.ac.in	B 1		
3	235142	Jatin Monga	7888632267 9855021054	235142@sbsstc.ac.in	B 1		
4	235143	Kanwal Preet Singh	6284686170 9877022450	235143@sbsstc.ac.in	B 1		
5	235144	Simran Kaur	8427230712 8851261089	235144@sbsstc.ac.in	B 1		

- Go to **Examination** → **Compulsory Courses**. Select required **Program** and **Batch** | **Sem**. A list of compulsory courses will be populated.

← → ↻ sbsexam.edu.in/hodCourses.php

**SBS EXAM** Int/Ext Marks Department Examination EC107

Assign Compulsory Courses !

Examination: May-Jun, 2024 (Regular) B.Sc. (AP) | ECE 2023 | 2 Submit Lock

#	Code	Course Name	Category	IsInt	Int MM	IsExt	Ext MM	Credits	Scheme	Select
1	BSAP-201C	Digital Electronics	Theory	1	40	1	60	4	2023	<input type="checkbox"/>
2	BSAP-202C	Network Theory	Theory	1	40	1	60	4	2023	<input type="checkbox"/>
3	BSCE-102C	Fundamentals of Information Technology (IT)	Theory	1	40	1	60	3	2023	<input checked="" type="checkbox"/>
4	BSHU-201C	English-II	Theory	1	25	1	50	3	2023	<input checked="" type="checkbox"/>
5	BSNM-203C	Mechanics-II	Theory	1	25	1	50	3	2023	<input type="checkbox"/>
6	BSNM-205C	Integral Calculus	Theory	1	25	1	50	3	2023	<input type="checkbox"/>
7	BSAP-203C	Digital Electronics Lab	Practical	1	60	1	40	2	2023	<input type="checkbox"/>
8	BSCE-105C	Fundamentals of IT Lab	Practical	1	60	1	40	2	2023	<input type="checkbox"/>
9	BSNM-208C	Physics Lab-II	Practical	1	30	1	20	2	2023	<input type="checkbox"/>

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- i. In case number of students in batch is less than equal to 30 and the number of compulsory subjects is up to 10, **select all the required compulsory courses** at a time and click **Submit**.
- ii. Otherwise, for number of students more than 30 and/or number of subjects are more than 10, then
  - a. **Select the compulsory courses in pairs** and then click **Submit**.
  - b. Wait for the process to complete (Do not lock).
  - c. Now uncheck already submitted courses. Select the next two courses and click **Submit**. Wait for the process to complete.
  - d. Repeat these steps (a. to c.) to submit all the compulsory courses in parts. At the end of the completion of the process all the required courses must be checked as shown.

← → ↻ sbsexam.edu.in/hodCourses.php

**SBS EXAM** Int/Ext Marks Department Examination EC107

Assign Compulsory Courses !

Examination: May-Jun, 2024 (Regular) B.Tech. | ECE 2022 | 4

Compulsory Courses  
Elective Courses  
Assign Courses  
Mark Detentions  
Mark NR Cases  
Print Admit Card

Submit Lock

#	Code	Course Name	Category	IsInt	Int MM	IsExt	Ext MM	Credits	Scheme	Select
1	BTCS-301C	Data Structures and Algorithms	Theory	1				3	2022	<input checked="" type="checkbox"/>
2	BTEC-401C	Analog Circuits	Theory	1	40	1	60	3	2022	<input checked="" type="checkbox"/>
3	BTEC-402C	Microprocessors and Microcontrollers	Theory	1	40	1	60	3	2022	<input checked="" type="checkbox"/>
4	BTEC-403C	Signals and Systems	Theory	1	40	1	60	4	2022	<input checked="" type="checkbox"/>
5	BTHU-901C	Personality Development	Theory	1	40	1	60	3	2022	<input checked="" type="checkbox"/>
6	BMPD-401C	Mentoring and Professional Development	Practical	1	0	0	0	0	2022	<input checked="" type="checkbox"/>
7	BTEC-404C	Analog Circuits Laboratory	Practical	1	30	1	20	1	2022	<input checked="" type="checkbox"/>
8	BTEC-405C	Microprocessors and Microcontrollers Laboratory	Practical	1	30	1	20	1	2022	<input checked="" type="checkbox"/>
9	BTEC-406C	Circuit Design Techniques-II	Practical	1	60	1	40	3	2022	<input checked="" type="checkbox"/>

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- iii. Click the **Lock** button to finally lock compulsory courses.
- f) Go to **Examination** → **Elective Courses**. Select required items from **Programs**, **Batch** | **Sem** and **Electives** dropdowns.
- g) Select opted elective course from available list of courses for each student.

#	Student Name	Roll Number	
1	Akashdeep Singh	224202	BTCS-402C: Operating System # 5832
2	Anshu Founsa	224203	BTCS-402C: Operating System # 5832
3	Arshdeep	224204	BTCS-402C: Operating System # 5832
4	Jagjeet Singh	224205	BTCS-402C: Operating System # 5832
5	Laljeet Kaur	224207	BTCS-402C: Operating System # 5832
6	Manpreet Singh	224208	BTCS-402C: Operating System # 5832
7	Muskan Kapoor	224209	BTCS-402C: Operating System # 5832
8	Sajan Singh	224210	BTCS-402C: Operating System # 5832
9	Satnam	224211	BTCS-402C: Operating System # 5832

- h) Repeat, if the number of elective courses is more than one.
- i) Finally, click the **Lock** button to lock assignment of Elective Courses. **Kindly ensure that each student is allocated the correct elective subject.**
- j) HOD are then required to mark the detentions. Go to **Examination** → **Mark Detentions**. Select required from **Exams**, **Programs**, **Sem** and **Courses** dropdowns. Mark tick in detention checkbox wherever required and click **Save & Lock** button (Click **Save Only** button only for temporary save; Need to be locked later on).

#	Exam	Student Name	Roll Number	
1	RG	Akashdeep Singh	224202	
2	RG	Anshu Founsa	224203	
3	RG	Arshdeep	224204	
4	RG	Jagjeet Singh	224205	
5	RG	Laljeet Kaur	224207	
6	RG	Manpreet Singh	224208	
7	RG	Muskan Kapoor	224209	
8	RG	Sajan Singh	224210	<input checked="" type="checkbox"/>
9	RG	Satnam	224211	
10	RG	Udbhav Mishra	224212	

- k) Repeat these steps to mark and lock detentions in all courses.
- l) **Locking of detention is required even if no one is detained in any course.**
- m) Go to **Examination** → **Mark NR Cases** to confirm Not Registered cases. Select required from **Programs** and **Batch | Sem** from top dropdowns. Mark tick in the checkbox for required Not-Registered case(s). Click **Save & Lock** button to finally confirm locking of NR Cases.

Mark Not-Registered Cases !

Examination: May-Jun, 2024

B.Tech. | ECE

#	Student Name	Exam	Sem (Courses)	Fee + Fine	Dated	Status	Print
1	Akashdeep Singh						
2	Anshu Founsa	224203					
3	Arshdeep	224204					
4	Jagjeet Singh	224205					
5	Laljeet Kaur	224207					
6	Manpreet Singh	224208					
7	Muskan Kapoor	224209					
8	Sajan Singh	224210					
9	Satnam	224211					
10	Udbhav Mishra	224212					

Save Only

Save & Lock

- n) Go to the option **Examination** → **Print Admit Cards**. Select required **Exams** (as RG), **Programs** and **Batch | Sem** from dropdowns. A list of created Admit Cards for regular students will be displayed. Take print out and distribute to students.

Print Regular/Reappear Admit Cards !

Examination: May-Jun, 2024

RP

B.Tech. | CSE

#	Roll No.	Student Name	Exam	Sem (Courses)	Fee + Fine	Dated	Status	Print
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***In case of reappear cases, the department must check subjects filled and verify the Examination Fee Receipt before locking the reappear Examination Form. Then the reappear Admit Cards can be printed.***

## B. Filling of Reappear Examination Forms

The Reappear examination forms have to be filled by the concerned students at <https://sbsexam.edu.in> through their Student Logins. After submitting and locking RP Form, the student will approach to the department office with a receipt of Reappear Examination Fee paid by him/ her for the RP Admit Card.

- Login into HOD Login with the given credentials.
- Go to **Examination** → **Print Admit cards**. Select required **Exams** (as RP), **Programs** and **Batch | Sem** from dropdowns
- A list of submitted and locked examination forms will be displayed with the details of **Fee+Fine** Amount, **Receipt No.**, **Dated** and **Status** (unlocked). Match the data with the fee receipt provided by the student and click **Lock** button. Once locked, the RP Admit Card of that student can be printed.

**C. Student Profile**

*The basic student data like name, father's name, Roll Number and authorized email ID are locked. In case any change is required for these basic credentials, the student should be asked to contact DCOE (C&S) with an application through the department.*

- a) Login into HOD Login with the given credentials.
- b) Go to **Department** → **One Student**.
- c) Enter the roll number. The profile data is displayed with password.
- d) The profile may be locked/ unlocked as required.

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**Controller of Examination**

**CC:**

- Registrar
- Dean Academics/ DSW
- All HODs
- University website